



MCR OPC TRANSPORT DEPARTMENT BOOKING FORM

NAME OF CLIENT:	DATE FILED:
ADDRESS:	
CONTACT PERSON / NUMBER:	

TRIP BOOKING DETAILS:

DATE OF TOUR:	TIME OF DEPARTURE:	PICKUP/DESTINATION:
ITINERARY/DETAILS	ESTIMATED No. OF PAX	AMOUNT Package

--	--	--

GUIDELINES:

- Cancellation and/or change of target dates for the bookings of the BUS RENTAL must be done at least 2 weeks prior to the scheduled date. Nevertheless, cancellation does not guarantee provision of service and/or full refund.
- Reservation will be done at least three (3) weeks prior to the trip and reservation fee of 10% is required to guarantee date of rental. Reservation fee is non-refundable and non-transferable, but may be used for rescheduling (within 30 days-subject to availability of units). Downpayment amounting to 40% of the rental must be made at least 1 week prior to the date of tour. Full payment or balance of 50% will be made on the day of the trip before leaving the pick -up area of the group.
- Only the details indicated in this booking form shall be honored AND FOLLOWED for the duration of the trip. Extra stops, itineraries and additional pickups will not be the responsibility of our driver, unless previously agreed upon by both parties.
- The renter and its participants are expected to observe proper behavior while using our bus, and any damages incurred during the said tour (because of misbehavior) will be charged to the client. Any untoward behavior of the client(s) towards our driver and/or tour coordinators shall be dealt with appropriate administrative and/or legal action.



By signing below, the client/representative agrees on the terms and conditions for the booking of this bus rental that will be serviced by **Mondiale Creative Resources OPC**.

Conforme:

(Signature over printed name)
CLIENT / AUTHORIZED REPRESENTATIVE

MARIA AMPARO C. ARGONZA
Operations Manager
(09310547171)

Guidelines for Payment Terms:

Initial Reservation: please pay minimum of Php _____ (bank transfer/DEPOSIT to MCR account)

Downpayment: please deposit additional amount to complete the 50% of the total amount due (bank transfer/DEPOSIT to MCR account)

Final Payment: please pay the balance (CASH basis) based on the two (2) previous payment to be handed over to our driver or tour coordinator

MCR OPC Bank Account Details:

Bank : BPI (West Avenue, Del Monte branch)

Account Number: **431017185**

Account Name: **Mondiale Creative Resources OPC**

Reminder: PLEASE MAKE SURE THAT YOU WRITE/ENCODE THE CORRECT ACCOUNT NUMBER AND ACCOUNT NAME. OUR COMPANY WILLNOT BE RESPONSIBLE FOR ANY LOSS OF FUNDS DUE TO INCORRECT DETAILS OF PAYMENT.